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DDA Subject.

DDA Registry
83-0046

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JAN 4 1983

Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

For the past several years we have allowed the collection of recurring reimbursable monies for occupant agency funded cleaning, utilities, and protection services to lag over the entire quarter. We have collected these "bills" in arrears and have essentially funded your requests for services from our appropriations.

The Federal Procurement Regulations prohibit us from operating in that manner. On our part, we are attempting to change the regulations and our internal procedures to allow us to operate within the regulations. For your part, it has been determined that we cannot continue operating as we have. We must have a completed Reimbursable Work Authorization (GSA Form 2957) on file for the specific recurring reimbursable work by the 15th of the first month of the quarter during which the work is to take place, or we will be forced to terminate the service.

I realize that in some cases this will be difficult for both of us to accomplish. We will do everything we can to assist your Agency in complying with this requirement.

Sincerely,

BERTRAND G. BERUBE
Regional Administrator

83-0046